



MESA POLICE DEPARTMENT SUPPLEMENTAL MANUAL

FIELD TRAINING OFFICER PROGRAM

INSTRUCTIONS:

This manual contains hyperlinks in the Table of Contents. When viewing this manual on a computer screen, you can automatically go to the area of interest by clicking on the underlined blue text.

There are also hyperlinks at the top of each page to take the user back to the top of the [Table of Contents](#). The hyperlinks on the top of each page are shown in underlined blue text and formatted in a different font type.

The hyperlink changes color to purple to indicate the user has been to that section during a session. The hyperlinks will return to blue when closing and then reopening the manual.

Jan Strauss
Chief of Police



**Mesa Police Department
Field Training Officer Program - Supplemental Manual**

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<p>Mesa Police Field Training Officer Program Supplemental Manual Approved: <i>Chief Jan Strauss</i></p>	<p>Subject: Disclaimer - Mission Statement Responsibility for Manual Content Chain of Command - Program Objectives</p>	
<p>Effective: 02/15/2001</p>	<p>Chapter: Administration</p>	<p>Page: 1</p>

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<p>Disclaimer</p>	<p>These orders are intended for internal use only and do not enlarge a member's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of these orders, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.</p>
<p>Mission Statement</p>	<p>The Mesa Police Department, in keeping with community expectations for professional police service, has established the Field Training Officer Program to:</p> <ul style="list-style-type: none"> • Prepare Officers in Training (OITs) to perform the essential duties of a police officer. • Enhance the professionalism of patrol divisions through continuous quality improvement.
<p>Responsibility for Manual Content</p>	<p>The following areas within the department shall familiarize themselves with the content of the FTO Manual:</p> <ul style="list-style-type: none"> • Division Commanders • All Patrol Supervisors • FTOs (Field Training Officers) • OITs (Officers in Training) • Training Unit • Hiring Unit <p>Copies of the FTO Program Supplemental Manual can be reviewed on the Department computer network in "pdorders" or are available from the FTO Unit upon request.</p>
<p>Chain of Command</p>	<p>Chief of Police Patrol Bureau Assistant Chief Patrol Resource Division Commander FTO Coordinator Shift Patrol Lieutenant Squad Patrol Sergeant FTO (Field Training Officer) OIT (Officer in Training)</p>




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Program Objectives	<ul style="list-style-type: none">• To provide standardized entry-level training for the (OIT).• To provide remedial training in those areas where deficiencies are identified.• To establish a rating system that is valid and job-related, utilizing a standardized and systematic approach for the documented measurement of OIT performance.• To provide the Hiring Section and the Mesa PD Academy with observation and feedback of OIT performance.• To provide recommendations to the Chief regarding the performance and status of OITs.• To work towards continuous quality improvement.• To identify weaknesses or areas of improvement in candidate hiring qualifications and academy training.• To comply with CALEA Standards.
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<p>Mesa Police Field Training Officer Program Supplemental Manual Approved: <i>Chief Jan Strauss</i></p>	<p>Subject: Program Structure</p>	
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<p>Program Length</p>	<ul style="list-style-type: none"> • Set by the FTO Coordinator and approved by the Patrol Bureau Assistant Chief. • Currently 18 weeks in length. • Early release from the program may be authorized by the Patrol Bureau Assistant Chief, upon recommendation of the FTO Coordinator. • OITs will not be released from the FTO Program until all FTO paperwork has been completed properly and turned into the FTO Unit.
<p>Number of FTOs</p>	<p>OITs will receive training from a minimum of three Field Training Officers.</p>
<p>Time Sheets</p>	<ul style="list-style-type: none"> • OITs will be assigned to a patrol district RC. • Each district shall be accountable for their respective OITs on their time sheets.
<p>Overtime</p>	<p>OITs shall be compensated with paid or compensatory as directed by department policy.</p>
<p>Vacation or Compensatory Time</p>	<p>OITs are allowed vacation time for unusual events but not routine activities.</p> <p>Patrol Supervisors:</p> <ul style="list-style-type: none"> • Closely review any OIT requests for vacations. • Authorize vacations for OITs up to two days in length. <p>FTO Coordinator’s approval:</p> <ul style="list-style-type: none"> • Needed for longer periods of vacation for OITs.
<p>Remedial Extension</p>	<ul style="list-style-type: none"> • Training in any phase may be extended to allow OITs additional time to become proficient in necessary tasks. • OITs are not guaranteed the right to a training extension. • The FTO Coordinator will decide whether to allow an extension. • Decision based on a review of performance and other information available as well as the input from the FTOs and patrol supervisors. • The extension is not punishment but an opportunity to succeed. <div style="text-align: right;">  </div>


Termination	<p>FTO Coordinator:</p> <ul style="list-style-type: none"> • Make decision to terminate an OIT. • Request additional documentation from Department members as needed. • Attach a cover sheet recommendation to the termination packet and forward it through the chain of command to the Chief of Police for final decision. <p>Termination packet:</p> <ul style="list-style-type: none"> • Each FTO: <ul style="list-style-type: none"> • Prepare a memorandum reflecting the OIT's strengths, weaknesses, improvement or lack of improvement and the remedial efforts provided, concluding with the FTO's recommendation. • Current Patrol Sergeant: <ul style="list-style-type: none"> • Review the FTOs' memorandums. • Prepare a memorandum either concurring or not concurring with FTO recommendations and state the reasons why. • Current Patrol Lieutenant: <ul style="list-style-type: none"> • Review the sergeant's memorandum. • Prepare a memorandum with his recommendation. • If the sergeant is not available, the lieutenant will prepare the sergeant's memo in his absence.
OIT Resignations	<p>Do not require a termination packet unless requested by the Chief of Police or his designee.</p> <p>OIT:</p> <ul style="list-style-type: none"> • Submit resignation memo to the Chief of Police through the FTO Admin. Officer. <p>FTO Admin. Officer:</p> <ul style="list-style-type: none"> • Sign and date resignation memo as received. • Conduct exit interview to determine reason for the OIT's resignation and to gather feedback to assist in improving the FTO Program. • Collect Department equipment issued to the OIT. • Write memo to the FTO Coordinator outlining the circumstances of the resignation and attach to the OIT's workstation file. • Take OIT to return Department equipment and submit resignation memo to the Chief's secretary. • Turn over the OIT's workstation file to the Chief's secretary. • Archive the OIT's Checklist in the FTO Office. <p>FTO Class Sergeant:</p> <ul style="list-style-type: none"> • Ensure resignation is handled properly and all documentation is forwarded to the proper authority.






<p>Mesa Police Field Training Officer Program Supplemental Manual Approved: <i>Chief Jan Strauss</i></p>	<p>Subject: Documentation - Forms</p>	
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<p>Department Workstation Files</p>	<ul style="list-style-type: none"> • Prepared by Mesa PD Academy staff. • Forwarded to each new supervisor of the OIT by the former supervisor. • Place all FTO paperwork in the OIT’s workstation file. • Place five additional divider tabs in workstation file under the "Optional" Section: <ul style="list-style-type: none"> • “1st Phase”: (DORs, SWRs, End of Phase Reports, & Rating Charts) • “2nd Phase”: (DORs, SWRs, End of Phase Reports, & Rating Charts) • “3rd Phase”: (DORs, SWRs, End of Phase Reports, & Rating Charts) • “4th Phase”: (DORs, SWRs, End of Phase Reports, & Rating Charts) • “FTO Other”: (Other FTO paperwork, ie: copies of reports, quizzes) • Supervisors: <ul style="list-style-type: none"> • Purge FTO paperwork after three years along with other workstation file documentation.
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<p>Evaluation Procedures and Documentation</p>	
<p>Routine Workstation File Entries</p>	<ul style="list-style-type: none"> • Patrol sergeants should enter routine documentation into OITs' workstation files as with any other patrol squad member.
<p>Documentation Requirements</p>	<ul style="list-style-type: none"> • FTO Documentation addresses deficient, acceptable and exceptional performance and provides reference concerning the OIT’s performance. • The  Mesa Police Standard Evaluation Guidelines (SEGs) are the only authorized rating standards.
<p>OIT Checklist</p>	<ul style="list-style-type: none"> • Established to document mandatory training requirements to be completed by an OIT. • OIT: <ul style="list-style-type: none"> • Responsible for possession of the checklist. • Make accessible to the FTO and his chain of command. • FTO: <ul style="list-style-type: none"> • Sign off in the appropriate place of the checklist for each task the OIT has satisfactory demonstrated. • FTO Unit: <ul style="list-style-type: none"> • Store the completed checklists. • Purge three years after OIT leaves the FTO Program.



Forms	
Paperwork	<p>Location: All FTO forms and written correspondence are available on the department computer network.</p> <p>Changes: Only the FTO Coordinator or his designee may alter the FTO forms.</p>
Daily Observation Reports (DOR)  MPD #239	<p>The DOR shall be read and signed by the OIT each day before leaving his shift unless approved by a supervisor.</p> <p>FTO:</p> <ul style="list-style-type: none"> • Complete DOR by the end of each shift the OIT was scheduled to work. • Rate OIT strictly by the SEGs having the SEGs open for reference while completing the DOR. • Sign DOR. • Review the DOR with the OIT. <p>OIT:</p> <ul style="list-style-type: none"> • Review and sign DOR. • Consult the FTO Amin. Officer if you do not agree with the rating. <p>Patrol Sergeant:</p> <ul style="list-style-type: none"> • Approve and sign DOR. • Place in the OIT's workstation file under the appropriate phase section.
Daily Rating Chart  MPD #240	<p>FTO:</p> <ul style="list-style-type: none"> • Use to chart ratings from DORs for each phase to easily observe if there are any problem areas. • Update daily. • Place into the OIT workstation file under the appropriate phase. • Color code scores with a highlight pen: <ul style="list-style-type: none"> • 1-3 pink • 4 yellow • 5-7 green
End of Phase Report  MPD #242	<p>FTO:</p> <ul style="list-style-type: none"> • Complete at the end of each phase. • Identify the OIT's significant strengths and weaknesses. • Recommend advancement or remedial extension. <p>OIT:</p> <ul style="list-style-type: none"> • Review and sign. • Consult the FTO Amin. Officer if you do not agree with the rating. <p>Patrol Sergeant:</p> <ul style="list-style-type: none"> • Approve and sign. • Place in OIT's workstation file under the appropriate phase. <p>Patrol Lieutenant:</p> <ul style="list-style-type: none"> • Approve and sign.



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<p>FTO Critique Form  MPD #243</p>	<p>OIT:</p> <ul style="list-style-type: none"> • Use to evaluate their FTO for that phase. • Complete at or before the OIT Phase Meetings. <p>FTO Unit:</p> <ul style="list-style-type: none"> • Make critiques available to the FTOs <u>after</u> the OITs are assigned as solo patrol officers. <p>FTO:</p> <ul style="list-style-type: none"> • Utilize as constructive criticism to assist in developing positive instructional techniques.
<p>Supervisor's Weekly Report (SWR)  MPD #245</p>	<p>Patrol Sergeant:</p> <ul style="list-style-type: none"> • Complete at close of each week of training from the "Limbo Week" of Phase One through Week 16, inclusive. • Identify remedial areas and set goals for improvement. • Sign and review SWR with OIT prior to the end of the shift week. • Place into the OIT's workstation file. <p>OIT:</p> <ul style="list-style-type: none"> • Review and sign. • Consult the FTO Amin. Officer if you do not agree with the rating. <p>Patrol Lieutenant:</p> <ul style="list-style-type: none"> • Approve and sign.
<p>Counseling Memorandum (MPD Memo)</p>	<p>Patrol Sergeant:</p> <ul style="list-style-type: none"> • Use to document OITs with significant training deficiencies. • Outline specific weaknesses and expectations. • Include a corrective action plan for improving performance. <p>Significant training deficiency is defined as:</p> <ul style="list-style-type: none"> • Any deficiency that will prevent the OIT from advancing to the next phase of training on time.



<p>Mesa Police Field Training Officer Program Supplemental Manual Approved: <i>Chief Jan Strauss</i></p>	<p>Subject: FTO Personnel Responsibilities</p>		
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FTO Personnel Responsibilities

FTO Program Duties

	OIT	FTO	Traffic FTO	Traffic Sergeant	Patrol Sergeant	Patrol Lieutenant	FTO PSA	FTO Unit Admin Ofc	FTO Unit Admin Sgt	FTO Class Sgt	FTO Unit Coordinator	FTO Webmaster
Participate in FTO Program as an essential function of their jobs: identify problems in the FTO Program and assist in solutions	X	X	X	X	X	X	X	X	X	X	X	X
Attend FTO Change meetings		X	X	X	X			X	X	X	X	
Monitor OITs' progress in their chain of command by field visits, reviewing documentation, monitoring radio traffic, etc.		X			X	X		X		X		
Maintain instructor/mentor relationship with OIT		X	X									
Ensure OIT completion of all phase requirements and proper documentation in OIT Checklist		X			X	X						
Wear FTO patch		X	X					X				
Monitor OITs' and FTOs' performance; report serious problems or department complaints to Patrol Lt. and FTO Coordinator				X	X					X		
Notify FTO Coordinator of any serious problems, department complaint, or counseling memorandums involving FTOs or OITs						X						
Complete FTO insert on FTOs' PAF, forward copy of FTO insert to FTO Admin. Sergeant				X	X							
Complete Sergeant's Weekly Report on OITs					X							
Attend FTO Supervisor's School				X	X	X			X	X	X	
Ensure that OITs' workstation files and OIT Checklists are current and that they are complete prior to FTO Graduation						X		X		X		
Complete Sergeant FTO insert on sergeants' PAF, forward copy of Sergeant FTO insert to FTO Coordinator						X						
Assist in facilitation of FTO Graduation							X	X	X	X		
Assist in facilitation of Basic and Supervisors' FTO Schools							X	X	X	X	X	X
Assist in maintenance and operations of FTO Camera Cars							X	X	X			
Maintain list of FTO Coordinators in Arizona									X			
Assist with periodic in-service training for FTOs							X	X	X	X		
Network with other department's FTO Programs							X	X	X	X	X	X
Serve as liaison between OITs, FTOs, and FTO Program								X		X		
Assist in recruitment and selection of FTOs				X				X	X	X	X	
Interview and debrief OITs to determine training needs								X		X		
Act as liaison between Patrol Sergeants and FTO Unit									X	X		
Prepare agenda for and coordinate FTO Change Meetings									X	X		
Develop a calendar of events for each OIT Class									X			
Ensure FTO computer network is operational and current									X			X
Overall responsibility of FTO Program											X	
Be familiar with OITs and appraise Patrol Resource Division Commander of OIT progress and FTO Program activities											X	
Liaison with Academy and Hiring Units								X	X	X	X	



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FTO Personnel Responsibilities

FTO Personnel Duties

	OIT	FTO	Traffic FTO	Traffic Sergeant	Patrol Sergeant	Patrol Lieutenant	FTO PSA	FTO Unit Admin Ofc	FTO Unit Admin Sgt	FTO Class Sgt	FTO Unit Coordinator	FTO Webmaster
Schedule OIT work schedules								X	X	X		
Notify Chief's secretary when OITs graduate or resign									X	X		
Supervise FTO PSAs									X			
Call for OIT's termination packet when requested by the Chief's Office											X	
Assist Patrol Division Coordinators in OIT permanent assignments											X	
Assist Promotional Boards with FTO issues									X		X	
Review written recommendations to the Hiring Unit on officer reinstatements											X	
Forward FTO related documentation for placement in employee's workstation file as necessary				X					X	X	X	
Direct the activities of the FTO Webmaster									X		X	

FTO Personnel Responsibilities

FTO Field Duties

	OIT	FTO	Traffic FTO	Traffic Sergeant	Patrol Sergeant	Patrol Lieutenant	FTO PSA	FTO Unit Admin Ofc	FTO Unit Admin Sgt	FTO Class Sgt	FTO Unit Coordinator	FTO Webmaster
Work schedules and assignments at direction of FTO Unit	X											
Wear ballistic vest while on duty in FTO Program	X											
Have ballistic vest available at all times while on duty		X	X	X	X	X	X	X	X	X	X	
Drive marked patrol car only when accompanied by an officer that has graduated the FTO Program	X											
Accompany OIT to court (FTO involved in the case is preferred)		X										
Eligible to work off duty jobs		X	X	X	X	X	X	X	X	X	X	X
Perform duties of beat officer per Administrative and Field Manuals		X										
Act as a trainer, leader, mentor, and role model for OITs		X	X	X	X	X	X	X	X	X	X	
Identify and provide remedial training needs		X	X		X			X	X	X		
Review to approve and initial OIT reports in phases I, II, & III		X										
Phase IV Observer and Evaluator: allow OIT to perform as a solo officer intervening only to prevent unlawful, unsafe, or unethical acts		X										
Assist OITs with traffic related matters			X	X								
Work various schedules, carry a department pager							X	X	X	X	X	
Subject to 24 hour call out								X	X	X	X	
Notify FTO Unit personnel of any issues that may affect ability to successfully complete FTO Program	X											



FTO Personnel Responsibilities

FTO Administrative Duties

	OIT	FTO	Traffic FTO	Traffic Sergeant	Patrol Sergeant	Patrol Lieutenant	FTO PSA	FTO Unit Admin Ofc	FTO Unit Admin Sgt	FTO Class Sgt	FTO Unit Coordinator	FTO Webmaster
Maintain paper copies of: OIT Checklist and FTO Policy Manual	X											
Maintain copies of: Department Administrative and Field Manuals, City Personnel Rules, and Titles 4, 13, and 28	X	X	X	X	X	X	X	X	X	X	X	X
Check e-mail regularly	X	X	X	X	X	X	X	X	X	X	X	X
Approve OIT time off up to two days					X	X						
Approve OIT time off of over two days										X	X	
Notify FTO Unit of any military obligations	X	X	X									
Eligible for foreign language compensation	X	X	X	X	X	X	X	X	X	X	X	X
Notify FTO Unit if expect to be late or miss any scheduled FTO function or meeting	X	X	X	X	X	X	X					X
Maintain the FTO Web Site to be current and functioning properly												X
Check the FTO Web Site e-mail daily and forward mail to the intended recipient												X
Complete daily DORs per the Standard Evaluation Guidelines		X	X									
Complete Daily Rating Chart		X										
Perform administrative functions as required by FTO Unit (such as evaluation of programs, teaching at schools, etc.)		X	X	X	X		X					
Coordinate issuance of FTO Service Plaques									X			
Liaison between Traffic Division and FTO Unit				X					X			
Supervise the Traffic component of FTO Program and assist in the selection of Traffic FTOs				X					X			
Review and/or approve FTO documentation as indicated by specific forms	X	X	X		X	X						
Investigate departmental complaints on OITs assigned to their squads unless directed otherwise by superiors					X							
Complete Counseling Memorandums on OITs as needed					X			X	X	X		
Approve overtime requests by FTOs and OITs					X	X						



<p>Mesa Police Field Training Officer Program Supplemental Manual Approved: <i>Chief Jan Strauss</i></p>	<p>Subject: FTO Selection Process and Compensation</p>	
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<p>FTO Selection Board</p>	<p>Comprised of:</p> <ul style="list-style-type: none"> • Not less than three members and not more than seven members. <p>FTO Coordinator:</p> <ul style="list-style-type: none"> • Name the members of the FTO Selection Board. • Chair or name the Chair of the Board.
<p>Selection Criteria</p>	<ul style="list-style-type: none"> • This position is a technical position and not a Transfer Eligible Position. • Applicant off of probation. • Submit Interest card. • Recommendation of current Sergeant, Lieutenant and Commander. • Workstation file review. • Review of applicant's Internal Affairs file. • Objective oral board interview and/or role-play exercise. • Approval of FTO Coordinator and FTO Selection Board. • Applicant commits to one year of service as a condition of selection. • The Patrol Resource Division Commander will have final authority to approve the members selected to the FTO Program. <p>FTO Coordinator:</p> <ul style="list-style-type: none"> • May change process as necessary to accommodate departmental needs.
<p>Reinstatement</p>	<ul style="list-style-type: none"> • FTOs absent from the program for less than two years may request reinstatement by submitting a memo to the FTO Coordinator through their chain of command. • Officer's sergeant and lieutenant must approve the memo and the officer's return to the FTO Program. • Final approval rests with the FTO Coordinator. • FTO's that have reinstatement denied may still test during the next FTO recruitment process.

<p>FTO Special Assignment Pay</p>	<p>FTOs receive special assignment pay as deemed appropriate by the Patrol Bureau Assistant Chief.</p>
<p>FTO Service Plaque</p>	<p>FTOs who serve for two years or more receive an FTO Service Plaque. Other members of the department who perform a service for the FTO Program may be awarded an FTO Service Plaque.</p>



<p>Mesa Police Field Training Officer Program Supplemental Manual Approved: <i>Chief Jan Strauss</i></p>	<p>Subject: Suspension/Removal of FTOs</p>	
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<p>FTO Coordinator</p>	<ul style="list-style-type: none"> • May suspend an FTO from the program for up to six months or remove the FTO from the program to insure the highest standards of performance and conduct. • Complete a memorandum documenting the reason for the suspension or removal and provide a copy to the member. • Forward a copy of the memorandum to the Patrol Bureau Assistant Chief documenting the reasons for the suspension or removal.
<p>FTO</p>	<ul style="list-style-type: none"> • An FTO on suspension may still wear the FTO patch, but not receive any FTO special assignment pay or be assigned any FTO duties during the period of suspension. • FTOs removed from the program are no longer authorized to wear the FTO Patch.
<p>Hearing</p>	<ul style="list-style-type: none"> • FTOs may request a hearing with the Patrol Bureau Assistant Chief or his designee by forwarding a memo through the FTO Coordinator within five calendar days of receiving the memorandum. • The Patrol Bureau Assistant Chief or his designee may alter the suspension or removal as he deems appropriate.




<p>Mesa Police Field Training Officer Program Supplemental Manual Approved: <i>Chief Jan Strauss</i></p>	<p>Subject: Video Camera Car System</p>	
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<p>Purpose</p>	<p>The primary purpose of the (Eyewitness) in-dash car camera is a training tool to assist Field Training Officers in reviewing an OIT's performance.</p>
<p>Use</p>	<ul style="list-style-type: none"> • Use for official purposes only. • A minimum of one FTO from each patrol district will be trained as a Camera Car FTO. • Only the camera FTOs are authorized to operate the video camera equipment. <p>District Coordinators:</p> <ul style="list-style-type: none"> • Assign the camera FTO the vehicle in their fleet that is equipped with the Eyewitness video/audio recording system. • These vehicles may be shared with other officers, however, this officer shall be another FTO, if possible. <p>Camera Car FTO:</p> <ul style="list-style-type: none"> • Conduct a camera car shifts with each OIT assigned to their district as required by the OIT Checklist. • Will not be assigned any primary OITs.
<p>Procedure</p>	<p>Camera Car FTO:</p> <ul style="list-style-type: none"> • Prior to the start of each shift: • Check the system for proper operation. • System set-up and operation checks will be done per the camera operations manual for the system in use. • Notify FTO Admin Sergeant if a problem is found with the equipment so repair work can be scheduled. • Wear the portable clip-on microphones and have them on at all times during the course of the shift when conducting official police duties, even if the video camera's view is obstructed. • Notify FTO Class Sergeant of any tapes that contain footage documenting training concerns pertaining to a particular OIT for a decision on retaining the tape. <p>OIT:</p> <ul style="list-style-type: none"> • Wear the portable clip-on microphones and have them on at all times during the course of the shift when conducting official police duties, even if the video camera's view is obstructed.



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Evidentiary Tapes	<p>Recorded tapes containing information where an arrest was made in any criminal matter shall be safeguarded and handled as any other form of evidence and the following shall apply:</p> <ul style="list-style-type: none">• Camera Car FTO:<ul style="list-style-type: none">• Remove the tape from the trunk vault, and transport it to the Field Training Office.• Copy, in an approved tape copy machine, any portion of the original tape that may be needed for future proceedings being sure to include time before and after the evidentiary event to demonstrate that the complete incident is recorded.• Place this tape into evidence under the original (DR) case number.• Tapes with evidence towards a MIRT Team/CID investigation shall be turned over to the CID Case Agent, or his designee, in their entirety in the field.• Obtain a new tape and place it in the trunk vault of the FTO Camera Car.• Log this activity on the  Video Tape Log, which is maintained in the Field Training Office.
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